

Joplin
JUNIOR COLLEGE



BULLETIN OF
INFORMATION
1939-1940

JOPLIN, MISSOURI



JOPLIN JUNIOR COLLEGE

J O P L I N , M I S S O U R I

ANNOUNCEMENTS AND GENERAL INFORMATION

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ACCREDITED:

University of Missouri
State Department of Education

Member American Association of Junior Colleges

JOPLIN PUBLIC SCHOOLS
BOARD OF EDUCATION

1939 - 1940

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JUNIOR COLLEGE CALENDAR

1939 - 1940

1939

August 31 to September 5	Registration
September 4	Faculty Conference
September 5	School Session Begins
October 19 and 20	Southwest Missouri Teachers Association
November 3	End of first nine weeks' period
November 30 - December 1	Thanksgiving holidays
December 18 - January 1, 1940	Christmas holidays

1940

January 2, 1940	School reconvenes
January 18 - 22	Registration for second semester
January 19	First semester ends
January 22	School session begins for second semester
March 21	End of third nine-weeks' period
March 22	Easter holiday
May 19	Baccalaureate
May 22	Class Day
May 23	Commencement exercises
May 24	End of second semester

FACULTY 1939-1940

E. A. Elliott	Superintendent of Schools
	<i>Teachers College, Warrensburg, Mo.;</i> <i>B. S., A. B., A. M., University of Kansas.</i>
H. E. Blaine	Dean
	<i>A. B., Drury College;</i> <i>A. M., University of Chicago.</i>
Ada Coffey	English
	<i>A. B., A. M., University of Kansas.</i>
Armel Dyer	Speech and English
	<i>A. B., A. M., University of Missouri.</i>
Eugene A. Henning	Spanish
	<i>B. S., A. M., University of Missouri.</i>
Lillian Baker	French and German
	<i>A. B., A. M., University of Missouri.</i>
Walter L. Asling	Physics and Mathematics
	<i>B. S. in Ed., Teachers College, Cape Girardeau;</i> <i>A. M., University of Missouri.</i>
Martha Ann McCormick	Mathematics
	<i>Ph. B., A. M., University of Chicago.</i>
C. J. Sommerville	Chemistry
	<i>B. S. in Chemical Engineering, M. S., University of Kansas.</i>
Edna C. Drummond	Zoology and Botany—Dean of Women
	<i>B. S., A. M., George Peabody College.</i>
Ermie Marsh Whitfield	Education
	<i>B. S., Teachers College, Warrensburg, Mo.;</i> <i>A. M. University of Missouri.</i>
Edwin McReynolds	History and Political Science
	<i>A. B., A. M., University of Oklahoma.</i>
H. C. Chamberlain	Economics and Accounting
	<i>B. S., Missouri School of Mines;</i> <i>A. M., University of Missouri.</i>
Vera Margaret Steininger	Stenography and Typewriting
	<i>A. B., University of Kansas; A. M., Columbia University;</i> <i>Central Missouri State Teachers College;</i> <i>Sarachon Hooley School of Secretarial Training.</i>
Paul R. Stevick	Philosophy and Sociology
	<i>A. B., Southwestern College, Winfield, Kansas;</i> <i>S. T. B., S. T. M., Boston University;</i> <i>Ph. D., University of Iowa.</i>
T. Frank Coulter	Music
	<i>A. B., Olivet College.</i>
Wm. N. Collins	Physical Education, Coach
	<i>B. S., University of Missouri.</i>
Mary Elizabeth Heffernan	Physical Education
	<i>B. S., University of Iowa.</i>

Norman J. Ranum	Mechanical Drawing
	<i>B. S., Teachers College, Warrensburg; A. M., University of Missouri.</i>
Arthur W. Boles	Art
	<i>Chicago Art Institute.</i>
C. B. Gatchell	Practical Electricity
	<i>B. S., Oregon State College; M. S., Texas A. & M.</i>
Fred Jones	Auto Mechanics
A. W. Duan	Carpentry
Edith Gorman	Librarian
	<i>B. S., K. S. T. C., Pittsburg, Kansas.</i>
Marie A. Guengerich	Piano
	<i>Graduate, Calhoun School of Music, Joplin. Studied with Helen Scoville, Maurice Dusmenil, John Thompson, Wiktor Labunski, Albert Mirovitch. Student in University of Chicago, 1918. President, Missouri Music Teachers Association, 1935-36.</i>
L. Buryl Harman	Piano
	<i>Graduate, Chicago Musical College. Studied piano under Dr. Edward Collins, Leopold Godowsky, Percy Grainger, and Dohnanyi; history under Herbert Witherspoon; harmony under Felix Borowski and Laura Drake Harris; counterpoint under Dr. Leslie Laviolette, and composition under Dr. Arnold Volpe.</i>
Oliver Sovereign	Voice
	<i>Studied with Vincent Hubbard and Stephen Townsend, Boston; Louis Graveure and Enrico Rosati, New York. Director, Handel and Haydn Society, Joplin. Choral Director for State of Missouri Fed. Music Clubs. Vice-President Music Teachers Association.</i>
George Winter	Voice
	<i>Studied with John C. Wilcox, American Conservatory of Music, Chicago. Studied with Percy Rector Stevens, New York.</i>
Nira Wright	Voice
	<i>Graduate, Lamperti-Valda School of Singing, Paris. Studied with John S. Van Cleve, Cincinnati; Mme. Richards Claggett, Dallas; Mme. Johann Hess Burr and William Nelson Burritt, Chicago; Mme. Anna Ziegler, Mme. Valda and Frantz Prochowski, New York.</i>
Mary Bingham Porter	Violin
	<i>Graduate, Drake School of Music, Chicago. Graduate work at Von Ende School of Music, New York. Special study with Sametini, Chicago Musical College, and Jacques Gorden, New York. Master classes of Leopold Auer.</i>
Alta Cowen Dale	Violoncello
	<i>B. S. Music, Kansas State Teachers College, Pittsburg. Graduate work in cello, Northwestern University, summers, 1936, 37, 38.</i>
Merle Martin	Secretary
	<i>K. S. T. C., Pittsburg, Kansas; Gregg College, Chicago.</i>

The Joplin Junior College opened September 6, 1938, in its own building at Fourth and Byers Avenue. It is located on a grassy lawn, and the beautiful elm trees which surround the building add much in appearance and comfort. The rooms are large and well-lighted, and the halls and stairways wide and commodious. The laboratories are well-equipped with modern fixtures and apparatus. The auditorium-gymnasium is beautifully decorated and lighted, and has a completely equipped stage for public entertainment.

There are large rooms in the basement for auto mechanics, carpentry, electricity, art and teacher-training. On the second floor are five recitation rooms besides the auditorium, library and office. Fully equipped rooms for science, accounting and secretarial work, and rooms for mathematics, foreign languages and English are provided on the third floor.

The Library has over 5,000 volumes. The books have been carefully selected, and are, for the most part, of present value for reference in the different departments of college study, thus making a working library of exceptional value. A card catalogue arranged by author, title, and subject, makes the resources of the library easily available. The current issues of forty leading magazines and scientific journals, as well as several cosmopolitan newspapers, are received regularly, and placed in the reading room before they are filed for reference. During the college year the Library is open from 8 A. M. to 4:45 P. M. General reference books, books reserved for classes, general periodicals, and certain other groups of books are to be consulted only in the reading-room. Books not specially reserved may be drawn for home use for one week.

The Library fines are as follows: (a) Two cents a day for each school day that a book is overdrawn. (b) Five cents for each overnight book that is not returned and is over-due. (c) Books that are lost or mutilated must be paid for in full.

The college is easily reached from all parts of town and is near bus terminals, making it accessible to those coming from other communities.

PURPOSE

The purpose and aim of the Joplin Junior College is three-fold in its nature.

The first aim is to meet the needs of those students who confidently expect to continue their education in a higher institution of learning, to prepare for some profession or continue their study in the general fields of learning for their own personal satisfaction.

The second aim is to introduce the students to the demands of some particular vocation in life and give as much training toward proficiency in that vocation as can reasonably be done in two-years' time. There are many occupations in life that can be called semi-professional. For such occupations the Junior College offers preparation. Many of the curricula offered have been outlined with this purpose in mind.

The third aim is to give its students two years of general cultural training, to make of them better citizens by having contact with the culture of the race, by living and acting in a group of their own age and experience, seeking truth and practicing it.

Good citizens require development in mind, soul and body. The various activities of the college are planned to give students such development. School is not only a preparation for life, but is life.

ACCREDITING RELATIONS

Joplin Junior College has been placed on the list of junior colleges fully accredited by the University of Missouri. Other colleges in Missouri have indicated their willingness to accept for credit, courses that have met with University approval. If the work taken by the students is chosen with care and if the grades made are satisfactory, there will be no difficulty in transferring to a senior college or university with the proper advanced standing.

Joplin Junior College is a member of the American Association of Junior Colleges, which entitles the college to representation at the Annual Meeting of the Association.

ADMISSION

Regular Students. Students are eligible for admission who have completed at least fifteen units of work in a high school accredited by the North Central Association or the University of Missouri. Transcripts must be on file with the registrar before the student enrolls.

For admission to the Arts and Science Course and Teacher-Training Course eleven of these units should be from the English, Mathematics, Social Studies, Science, Foreign Language or Psychology groups.

For admission to Pre-Engineering courses prospective students should present at least $1\frac{1}{2}$ units of Algebra and Plane Geometry, included in requirements for the Arts and Science.

For admission to Terminal Courses a transcript of record showing graduation from an accredited high school is required.

Since the entrance regulations for the various senior colleges are not always the same, the above requirements, while providing entrance to the junior college, may not meet the requirements of a particular senior college, university, or special school that the student plans to enter later. High school students should choose their electives to meet these requirements. Students enrolling in the Junior College should also keep these special requirements in mind in selecting studies.

Deficiencies may be removed in three ways: (1) by examination, (2) by taking an equivalent course in college, or, (3) by taking the course in an approved high school. Three semester hours of college work will remove one unit of entrance deficiency.

Special Students. The Junior College will admit as special students: (1) those who are unable by reason of regular employment or otherwise to carry the minimum load of twelve hours required of regular students, (2) mature men or women who have not been graduated from an accredited high school but are able through maturity and experience to carry certain courses in college. A special student will be expected to attend classes, take regular examinations, and meet the same requirements as regular students.

A special student who wishes later to become a candidate for graduation will be required to meet the entrance requirements by examination or by such other methods as he finds possible.

ADVANCED STANDING

Students may present credits received from any accredited college or university for advanced standing in the Junior College. Full credit is allowed for satisfactory work completed in any other college of like standing.

REGISTRATION

All students in attendance are asked to enroll before the close of school each year. This will apply also to seniors in the Joplin Senior High School who intend to enter Junior College in the Fall, following graduation. Registration will begin during the week previous to the opening of school in September and January. Registration for the 1939-1940 school year will be completed August 31 to September 5, and January 18 to 22, 1940.

A charge of \$1.00 will be made for registration later than the first week of each semester.

FEES, TUITION AND RENTALS

All statements as to fees, tuition and rentals contained in this catalog are by way of announcement only for the school year covered by this catalog, and are not to be regarded as offers to contract on the basis of those statements, inasmuch as the Junior College expressly reserves the right to change any and all fees and other charges at any time, without notice being given in advance of such a change.

Time of Payment of Fees, Tuition and Rentals. All fees, tuition and rentals must be paid in full at the time of registration at the opening of each semester as a condition of admission to classes. Registration is not complete until all charges are paid.

Tuition. Tuition is free to all students under 21 years of age who are residents of The School District of Joplin.

Non-Residents or Students 21 Years of Age and Over. Students who are non-residents of Joplin, or who are 21 years of age and over, are required to pay a tuition fee of twenty dollars (\$20.00) per semester.

Matriculation Fee. A five dollar (\$5.00) matriculation fee is charged all students and is payable at the time they enroll in the Junior College for the first time.

Incidental Fee. All students in the Joplin Junior College are required to pay an incidental fee of twelve dollars (\$12.00) per semester. This fee includes all expense required in every course, except breakage in laboratory courses, tuition charges, and rentals on books and locks. Students who are permitted to carry work leading to not more than eight credit hours or less than four during a semester, will be admitted upon payment of an incidental fee of eight dollars (\$8.00) per semester. Students enrolled for less than four-hours' credit will be admitted on payment of an incidental fee of five dollars (\$5.00).

Students leaving school and dropping classes for which they have paid fees, prior to the close of the first four weeks, will receive refunds in accordance with the following schedule: First and second weeks, 80%; third and fourth weeks, 50%. After the expiration of the fourth week, no refunds will be made.

Textbook and Lock Rental Fee. All textbooks and locks are owned by the school and are rented to the students. A deposit of eight dollars (\$8.00) is required, of which amount three dollars (\$3.00) will be returned when all books and locks are returned by the student.

Rental deposits will be refunded throughout the first two weeks of each semester if the course has been changed or dropped with the permission of the Dean. After the first two weeks no refunds will be made.

Applied Music Fee. A fee of twenty-five dollars (\$25.00) per

semester will be made and must be paid at the Junior College office at the time of enrollment.

Laboratory Breakage Fee. A deposit of one dollar (\$1.00) for breakage is charged for all laboratory courses. Any unused portion will be refunded at the close of the semester. Should the amount of breakage exceed the deposit, an extra dollar (\$1.00) must be deposited.

Fee for Late Registration. Every student who makes known his desire to enroll after the close of the first week of each semester, must pay a fee of \$1.00 for late registration in addition to his other fees.

Fee for Change in Program. A fee of fifty cents (50c) must be paid for each petition to change a course after the first week of the semester.

Examination Fee. Students absent from periodic or term examination may be given a special examination at the time set by the instructor upon the payment of fifty cents (50c) in advance, provided the absence is excused.

Transcript Fee. A fee of one dollar (\$1.00) is charged for duplicate transcript of credits.

SCHOLARSHIPS

The Junior College offers a scholarship to the high ranking high school graduates. The scholarship covers the tuition for one year and may be awarded to a student in the highest one-tenth of the current graduating class. Only one scholarship may be granted each high school. This award should be made by the respective high school at its commencement exercises and the name of the recipient sent to the Dean of the college.

REGULATIONS, GRADES AND DEGREES

AMOUNT OF WORK PERMITTED

Fifteen hours of work in addition to physical training is considered a standard load. In the freshman year students are not permitted to carry more than sixteen hours exclusive of physical training which is required of all students. Sophomores may not carry more except by special permission granted by the Dean of the school. Regular students are not permitted to carry less than twelve hours, except by special arrangement. Such permission is given only to those regularly employed in part-time positions. Employed persons wishing to carry courses of study in the college may enroll as special students.

MAJOR-MINOR

It is the practice of the University of Missouri and of many other colleges and universities to require students to complete for graduation a major of at least 24 hours and a minor of at least 18 hours.

All students who intend to complete their work for a degree in some higher institution of learning should notify the Dean of their intention before the end of the freshman year and be assigned to particular advisors. These advisors will help students to plan their courses so as to meet the special requirements of the particular school which they expect to enter.

REQUIREMENTS FOR GRADUATION

Candidates for graduation from the Joplin Junior College are required to complete 64 credit hours, together with 64 honor points

including physical training. Two years of physical education are required.

HONOR POINTS

Honor points are calculated as follows:

E equals excellent	3	honor points per credit.
S equals superior	2	honor points per credit.
M equals medium	1	honor point per credit.
I equals inferior	0	honor points per credit.
F equals failure	(—1)	honor point per credit.

Exceptions to the honor point requirement will be made only after full consideration by the Scholarship Committee.

Although a student may thus maintain only an average of I and remain in College, a student with such a record cannot be considered for graduation.

DEGREES AND DIPLOMAS

The Associate in Arts degree will be awarded to those meeting the above requirements in the Arts and Science curriculum, which includes the Pre-Law, Pre-Medical and Pre-Journalism curricula.

The Associate in Science degree will be awarded to those meeting the requirements in the Pre-Engineering curriculum.

The Associate in Education degree will be awarded to those meeting the requirements in the Teacher-Training curriculum.

The Associate in Music degree will be awarded to those students who complete the two-year course in Piano, Violin, Voice, Cello, or Public School Music.

In terminal curricula the diploma will be a certificate showing the completion of two-years' work required in preparation for definite work in a vocation.

The Two-Year State Certificate, permitting the holder to teach in the elementary or rural schools of Missouri, will be granted by the Missouri State Department of Education to all graduates who complete the prescribed course.

CHANGES IN PROGRAM

No student may withdraw from a course or from the College without the permission of the Dean of the College.

If a student withdraws from a course after the first week of the semester without such permission, he shall receive a grade of F for the course.

If a student withdraws from a course before the end of the third week of the semester with the permission of the Dean of the College, he shall be given a W (withdrawal) in the course.

The student must present the withdrawal permit to the instructor concerned, immediately, or a grade of F will be reported.

No student may withdraw from a course after the third week and receive a W, if his grade in that course is F.

STUDENT CONDUCT AND ATTENDANCE

Student Conduct. Junior College students are considered as having reached the age of responsibility and discretion. Their conduct, both in school and out, is expected to be dignified and honorable. They must realize from the first that the responsibility for their success in

college work rests largely with themselves. The rules of this College are the rules of good behavior.

The Junior College must demand of its students the same degree of personal responsibility as do the higher institutions of learning which they are preparing to enter. Students are allowed all the freedom generally accorded college students in so far as such freedom is consistent with the interests of the College. All appropriate means are used to develop and confirm in the students a higher sense of personal honor and regard for the truth as representing the foundation for good conduct. A few plain and reasonable rules are prescribed, and each student is expected to abide by them. In observing these regulations, the conduct of a lady or gentleman is the standard to which everyone is expected to conform. The student's sense of honor is the main reliance, and his word of honor will go far in the matters touching his personal conduct. Misconduct, of course, makes the student liable for disciplinary action.

Attendance Regulations. Regular attendance in all classes is required and irregular attendance is held as sufficient cause for failure in any course. The student is directly responsible to his instructor for the class work lost by his absence. He should understand that the loss of a single period means the loss of work which he will find very difficult or even impossible to make up.

Absences for acceptable causes may be excused, up to the number of credits that the course carries. Thereafter, except in case of protracted illness for which special arrangements may be made, the credit will be reduced. Application for an excused absence must be presented immediately upon the student's return to school, to the Dean of Women, or Dean of Men, and if none is presented the absence is regarded as unexcused. An application for an excuse coming from a student who already has a number of unexcused absences may be refused.

No "cuts" are allowed and the student must understand that even one unexcused absence or "cut" will entail a reduction in the grade. Penalties in the form of negative credit will be inflicted for all unexcused absences according to the following scale: One-tenth hour will be deducted from the credit of any course for each unexcused absence up to and including the number of credits that the course carries (3 for a 3 hour course, etc.); thereafter one-half hour will be deducted. Any student whose total number of unexcused absences is equal to one-sixth of the total recitation meetings will not be allowed to take the final examination in that course, and will be given a failing grade.

Absences immediately before or immediately following a holiday are counted as double absences.

Three tardies constitute an absence, but if as much as one-half of the recitation period is missed that tardy is equal to one absence.

Students absent from periodic or term examinations may be given a special examination at the time set by the instructor upon the payment of fifty cents in advance, provided the absence is excused. Otherwise the grade is F.

Late enrollment beyond the first week of a semester reduces the credit according to the above schedule.

SYSTEM OF GRADING

The grades given for work in the Junior College are as follows: E means that the individual is one of the few most excellent students.

S means that the student ranks among those who are superior. The mark of M means that the student ranks among the students of medium or average ability. The mark of I means that the student is below the average. The mark F means that the student has failed to meet the minimum requirements of the course. W means withdrawal from the course, with the permission of the Dean.

A student may be reported Incomplete (Inc.) if some portion of his work remains unfinished. To secure credit, this work must be completed within two weeks; otherwise the recorded mark will be F.

GRADE REPORTS

Written reports of grades for students are sent to parents or guardians at the end of each mid-semester.

Final examinations are held in all subjects at the end of each semester, at which time complete reports are sent to parents or guardians.

SEMESTER HOUR

A semester hour of credit represents one hour of recitation or lecture, or two hours of laboratory a week for a period of 18 weeks.

GENERAL RULES

It is very important that students should learn to be on time at all classes and at all meetings of whatever sort—Orchestra, Glee Club, class play, assembly and others. Irregularity in attendance at group meetings will soon destroy the interest of the individual and that of the groups. Irregular students usually fail to be successful and always retard work of the group.

To be eligible for participation in contests for the school, pupils must be doing passing work in at least 8 hours.

Pupils to be eligible for athletics must have passed in at least 8 hours' work the preceding semester in school.

If any student is failing in more than 50% of his work for two consecutive six-week periods he automatically loses his membership in the college.

If any student in any nine-weeks' period makes two F's he must report to the Scholarship Committee.

Students should plan their time so as to give at least two hours of preparation to each hour recitation.

Pupils who withdraw from Junior College without being formally dismissed from the institution, may not be recommended to other colleges.

Pupils withdrawing without paying all required fees, rentals, etc. may not be recommended to other colleges until all obligations are cleared.

CURRICULA

In the Arts and Science Curriculum are found the courses that are accepted for credit in the first and second year at the University of Missouri, and most of the colleges and universities throughout the country.

The following are the minimum requirements:

1. The candidate must have been regularly admitted to the college.
2. He must complete the following courses:
 - a. English Composition and Rhetoric—6 hours.
 - b. Ten hours in a foreign language in addition to two years in high school. (Five hours if three units in one language are presented for entrance).

If less than two years in one foreign language is presented for entrance, 15 hours are required.

- c. Physical Science—five hours (unless two units are presented for entrance).
- d. Biological Science—five hours (unless two units are presented for entrance).
- e. Social Studies—five hours.
- f. Mathematics—three hours (unless three units are presented for entrance).
- g. Physical Education. Two years.
- h. Electives—A sufficient number of hours to complete the 64-hour requirement. These should be selected from those listed under the Arts and Science curriculum.

Suggested curricula may be found below to meet the requirements for pre-law, pre-medicine, pre-engineering, pre-journalism, pre-business and public administration.

Terminal two-year curricula are also offered for those who do not seek college credit. Subjects taken in these curricula may or may not be given credit in various colleges, should a student later seek admission.

ARTS AND SCIENCE CURRICULUM

FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1)	3	English Composition and Rhetoric (2)	3
Foreign Language—Spanish,		Foreign Language—Spanish,	
French or German	5	French or German	5
History (1)	3	History (2)	3
College Algebra (1)	5	or	
College Algebra and Trigonometry (3)	5	American History (5)	5
General Zoology (1)	5	Analytic Geometry (4)	5
General Inorganic Chemistry (1)	5	Trigonometry (2)	2
Fundamentals of Speech (5)	2	General Botany (2)	5
English Masterpieces (3)	2	General Inorganic Chemistry (2)	3 or 5
General Psychology (1)	3	General Psychology (1)	3
Educational Psychology (2)	3	Educational Psychology (2)	3
Introductory Geography (1)	3	Fundamentals of Speech (5)	2
Art Survey (1)	3	English Masterpieces (3)	2
Introduction to Music (1)	3	Art—Composition I (2) or	
Life and Literature of the Old		Drawing I (5)	3
Testament (50)	3	Elementary Harmony (2)	3
Elementary Logic (1)	3	Life and Literature of the New	
Hygiene (3)	2	Testament (60)	3
Physical Education	R	Introduction to Philosophy (2)	3
		Hygiene (3)	2
		Physical Education	R

SECOND YEAR

	Hrs.		Hrs.
English Life and Literature (11)	3	English Life and Literature (12)	3
General Physics (3)	5	General Physics (4)	5
Economics (19)	5	Government of the United States (11)	5
Foreign Language—Spanish,		Foreign Language—Spanish,	
French or German	3 to 5	French, German	3 to 5
Differential Calculus (5)	5	Integral Calculus (6)	5
Public Speaking (15)	3	Argumentation (16)	3
Qualitative Analysis (3)	3	Quantitative Analysis (4)	5
Comparative Anatomy of		Economic Geography (2)	3
Vertebrates (4)	5	Educational Psychology (2)	3
Educational Psychology (2)	3	Physical Education	
Introductory Geography (1)	3		R
Physical Education	R	Total hours per semester—16	

PRE-BUSINESS AND PUBLIC ADMINISTRATION CURRICULUM

The aim of this course is to meet the college requirement so that students who have completed the two years of work in the Junior College may enter the junior year of college work.

FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1)	3	English Composition and Rhetoric (2)	3
General Inorganic Chemistry (1)	5	General Botany (2), General Zoology	
College Algebra (1)	5	(1) or General Inorganic	
*Accounting (1)	3	Chemistry (2)	5
History (1)	3	Trigonometry (2)	2
Physical Education	R	*Accounting (2)	3
		History (2) or American	
		History (5)	3 or 5
		Physical Education	R

Electives:

Foreign Language—Spanish, French, or German	5
Fundamentals of Speech (5)	2
College Algebra and Trigonometry (3)	5

*Required unless one year of Accounting in high school is presented for entrance.

SECOND YEAR

	Hrs.		Hrs.
English Life and Literature (11)	3	English Life and Literature (12)	3
Economics (19)	5	Government of United States (11)	5
Public Speaking (15)	3	General Sociology (1)	3
Accounting (11)	3	Accounting (12)	3
Introduction to Mathematics of Finance (8)	3	Economic Geography (2)	3
Physical Education	R	Physical Education	R

Electives:

Foreign Language—Spanish, French, or German	3 or 5
General Psychology (1)	3
General Physics (3)	5

Total hours per semester—16

PRE-ENGINEERING CURRICULUM

FIRST YEAR

Common to all Engineering Curricula:

	Hrs.
College Algebra and Trigonometry (3)	5
General Inorganic Chemistry (1)	5
English Composition and Rhetoric (1)	3
Engineering Drawing I (1)	3
Physical Education	R

SECOND YEAR

	Hrs.
Differential Calculus (5)	5
General Physics (3)	5
Economics (19)	5
Physical Education	R

Electives:

Qualitative Analysis (3)	3
Foreign Language—Spanish, French or German	5
Engineering Drawing II (3)	3

Total hours per semester—16

	Hrs.
Analytic Geometry (4)	5
General Inorganic Chemistry (2)	3 or 5
English Composition and Rhetoric (2)	3
Descriptive Geometry (2)	3
Physical Education	R

	Hrs.
Integral Calculus (6)	5
General Physics (4)	5
Public Speaking (15)	3
Physical Education	R

Electives:

Quantitative Analysis (4)	5
Foreign Language—Spanish, French or German	5

PRE-JOURNALISM CURRICULUM

FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1)	3	English Composition and Rhetoric (2)	3
Foreign Language—Spanish,		Foreign Language—Spanish,	
French or German	5	French or German	5
General Zoology (1) or		History (electives)	6
General Inorganic Chemistry (1)	5	English Masterpieces (3)	2
*College Algebra (1)	5		
or			
Fundamentals of Speech (5)	2		
Physical Education	R	Physical Education	R

SECOND YEAR

	Hrs.		Hrs.
English Life and Literature (11)	3	English Life and Literature (12)	3
Economics (19)	5	Government of the United States (11)	5
General Psychology (1)	3	General Sociology (1)	3
American History (5)	5	General Inorganic Chemistry (1) or	

*Unless on entrance 3 units of high school mathematics have been presented.
Total hours per semester 16

PRE-LAW CURRICULUM

FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1)	3	English Composition and Rhetoric (2)	3
Foreign Language or Science	5	Foreign Language or Science	5
History (1)	3	History (2)	3
Elementary Logic (1)	3	English Masterpieces (3)	2
Physical Education	R	Physical Education	R

SECOND YEAR

	Hrs.		Hrs.
American History (5)	5	Government of the United States (11)	5
Economics (19)	5	General Sociology (1)	3
Public Speaking (15)	3	Argumentation (16)	3
General Psychology (1)	3	Accounting (1)	3
Physical Education	R	Physical Education	R

Total hours per semester—16

PRE-MEDICAL CURRICULUM

FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1)	3	English Composition and Rhetoric (2)	3
General Inorganic Chemistry (1) -----	5	General Inorganic Chemistry (2) -----	5
General Zoology (1) -----	5	General Botany (2) -----	5
College Algebra (1) -----	3	Trigonometry (2) -----	2
Physical Education -----	R	Physical Education -----	R

SECOND YEAR

	Hrs.		Hrs.
Qualitative Analysis (3) -----	3	Quantitative Analysis (4) -----	5
General Physics (3) -----	5	*Foreign Language—French or German	5
*Foreign Language—French or German	5	General Physics (4) -----	5
History (elective) -----	3		
Physical Education -----	R	Physical Education -----	R
		<i>Electives:</i>	
Economics (19) -----	5		
Government of United States (11) -----	5		
Public Speaking (15) -----	3		
General Sociology (1) -----	3		
Comparative Anatomy of Vertebrates (4) -----	5		

Total hours per semester—16

---*If not taken in high school.

APPLIED MUSIC CURRICULUM

FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1)	3	English Composition and Rhetoric (2)	3
Foreign Language—Spanish, French or German	5	Foreign Language—Spanish, French or German	5
Introduction to Music (1)	3	Elementary Harmony (2)	3
Music Major: Piano, Violin, Voice	1	Music Major: Piano, Violin, Voice	1
English Masterpieces (3)	2	English Masterpieces (4)	2
Physical Education	R	Physical Education	R
<i>Electives:</i>		<i>Electives:</i>	
Orchestra	1	Chorus	1

SECOND YEAR

	Hrs.		Hrs.
Music Major: Piano, Violin, Voice	1	Music Major: Piano, Violin, Voice	1
Advanced Harmony (3)	3	Advanced Harmony (3)	3
History of Music and Appreciation (4)	2	History of Music and Appreciation (4)	2
Foreign Language—Spanish, French or German	3 or 5	Foreign Language—Spanish, French or German	3 or 5
English Life and Literature (11)	3	English Life and Literature (12)	3
Physical Education	R	Physical Education	R
<i>Electives:</i>		<i>Electives:</i>	
Orchestra	1	Chorus	1

Total hours per semester—16

TEACHER-TRAINING CURRICULUM

FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1)	3	English Composition and Rhetoric (2)	3
General Psychology (1)	3	Educational Psychology (2)	3
History (1) or (3)	3	American History (5)	5
Hygiene (3)	2	General Botany (2)	5
Elementary School Organization and Management (5)	3		
Music Theory (5) or Art Survey (1)	2 or 3	Physical Education	R
Physical Education	R		

SECOND YEAR

	Hrs.		Hrs.
English Life and Literature (11)	3	Children's Literature (13)	2
Technique of Teaching in Elementary Schools (5)	3	Observation and Practice Teaching in the Elementary Schools (16)	3
Fundamentals of Speech (5)	2	Government of the United States (11)	5
Music Theory (5) or Art Survey (1)	2 or 3	Teaching of Arithmetic in the Elementary School (12)	2
Physical Education	R	Physical Education	R
<i>Electives:</i>		<i>Electives:</i>	
History (2) or (4)	3	English Life and Literature (12)	3
Introduction to Geography (1)	3	English Masterpieces (4)	2
Science	5	General Sociology (1)	3
		Art—Composition I (2) or Drawing I (5)	3

Total hours per semester—16

This curriculum meets the requirements of the State Superintendent for a Two-Year Elementary Teachers Certificate.

AUTOMOBILE MECHANICS CURRICULUM (TERMINAL)

FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1)	3	English Composition and Rhetoric (2)	3
College Algebra (1)	5	Trigonometry (2)	2
Engineering Drawing I (1)	3	Engineering Drawing II (3)	3
Shop Practice	5	Shop Practice	5
Physical Education	R	Elective	3
		Physical Education	R

SECOND YEAR

	Hrs.		Hrs.
General Physics (3)	5	General Physics (4)	5
General Inorganic Chemistry (1)	5	Government of the United States (11)	5
Shop Practice	5	Shop Practice	5
Physical Education	R	Physical Education	R

Total hours per semester—16

CARPENTRY CURRICULUM (TERMINAL)

FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1)	3	English Composition and Rhetoric (2)	3
College Algebra (1)	5	Business Arithmetic (7)	3
Engineering Drawing I (1)	3	Trigonometry (2)	2
Shop Practice	5	Descriptive Geometry (2)	3
Physical Education	R	Shop Practice	5
		Physical Education	R

SECOND YEAR

	Hrs.		Hrs.
Drawing (Architectural) (4)	3	Drawing (Architectural) (4)	3
Economics (19)	5	Government of the United States (11)	5
Fundamentals of Speech (5)	2	Building Estimating (3)	3
Shop Practice	5	Shop Practice	5
Physical Education	R	Physical Education	R

Total hours per semester—16

GENERAL BUSINESS CURRICULUM (TERMINAL)

The aim of this department is to give special training in fundamentals relative to business for those who do not plan to go beyond the Junior College. Emphasis is placed on subjects which will equip the student (after some experience has been gained in actual field of business) to advance into positions of responsibility. This curriculum is not given for college credit, but many of the subjects could be so offered.

FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1)	3	English Composition and Rhetoric (2)	3
*Accounting (1)	3	*Accounting (2)	3
Introduction to Business (7)	2		
Physical Education	R	Physical Education	R
Electives:		Electives:	
Shorthand—Transcription (13)	3	Secretarial Typewriting A or B (16 or 17)	2
Typewriting (5 or 15)	3	Shorthand—Dictation (4)	3
Shorthand (3)	5	Advertising (24)	3
Salesmanship (23)	3	Fundamentals of Speech (5)	2
Fundamentals of Speech (5)	2		
Business Arithmetic (7)	3		

*If one year has not been taken in high school.

SECOND YEAR

	Hrs.	Hrs.	
Economics (19)	5	Government of the United States (11)	5
*Accounting (11)	3	Accounting (12)	3
Physical Education	R	Physical Education	R
<i>Electives:</i>		<i>Electives:</i>	
**Business Organization and Management (25)	3	Business Law (30)	3
Mercantile Organization and Credit (27)	3	Business Correspondence (7)	3
Shorthand (13)	3	Shorthand (14)	3
Secretarial Typewriting A or B (15 or 17)	3 or 2	Secretarial Typewriting A or B (16 or 17)	2
*Requiring of students majoring in Accounting. A grade of M or better is required in accounting (1 and 2).		Economic Geography (2)	3
**Salesmanship (23) prerequisite.		Total hours per semester—16	

SECRETARIAL CURRICULA (TERMINAL)

In order to give opportunity for students to specialize in distinctly secretarial work, two secretarial curricula are offered, on the completion of which a Secretarial Certificate will be granted.

Secretarial Certificate A will be granted to students who have had two years high school commerce work or its equivalent. They must be able to pass, at the end of the course, a 120-word test on new matter, dictated for five minutes and transcribed with 95 per cent accuracy.

SECRETARIAL CERTIFICATE A

FIRST YEAR

	Hrs.	Hrs.	
English Composition and Rhetoric (1)	3	English Composition and Rhetoric (2)	3
Shorthand (13)	3	Shorthand (14)	3
Introduction to Business (7)	2	Business Arithmetic (7)	3
Typewriting (15)	3	Secretarial Typewriting A (16)	2
Physical Education	R	Physical Education	R
Electives	5	Electives	5

Electives (Business)

	Hrs.
Accounting (11) (12)	3
Salesmanship (23)	3
Advertising (24)	3
Introduction to Mathematics of Finance (8)	3
Business Organization and Management (25)	3
Mercantile Organization and Credits (27)	3
Economic Geography (2)	3

SECOND YEAR

	Hrs.	Hrs.	
Secretarial Typing B (17)	2	Office Practice (20)	3
Economics (19)	5	Business Law (30)	3
Fundamentals of Speech (5)	2	General Psychology (1)	3
Business Elective	3	Business Elective	3
General Elective	3	General Elective	4
Physical Education	R	Physical Education	R

Electives (Business)

Same as above listed Electives.

Total hours per semester—16

SECRETARIAL CERTIFICATE B

Secretarial Certificate B will be granted to students who have had no previous training either in high school or business college. At the end of the course they must be able to pass a 100-word test on new matter, dictated for five minutes and transcribed with 95 per cent accuracy.

FIRST YEAR

	<i>Hrs.</i>		<i>Hrs.</i>
English Composition and Rhetoric (1)	3	English Composition and Rhetoric (2)	3
Introduction to Business (7)	2	Business Arithmetic (7)	3
Shorthand (3)	5	Shorthand (4)	3
Typewriting (5)	3	Typewriting (6)	3
Accounting (1)	3	Accounting (2)	3
Physical Education	R	Physical Education	R

Electives:

	<i>Hrs.</i>
General Psychology (1)	3
Salesmanship (23)	3
Advertising (24)	3
Economics (19)	5
Business Organization and Management (25)	3
Mercantile Organization and Credits (27)	3
Economic Geography (2)	3

SECOND YEAR

	<i>Hrs.</i>		<i>Hrs.</i>
Fundamentals of Speech (5)	2	Business Law (30)	3
Shorthand (13)	3	Shorthand (14)	3
Typewriting (15)	3	Secretarial Typewriting A (16)	2
Shorthand (21)	2	Office Practice (20)	3
Physical Education	R	Physical Education	R
Electives	6	Electives	6

Electives:

	<i>Hrs.</i>
General Psychology (1)	3
Salesmanship (23)	3
Advertising (24)	3
Economics (19)	5
Business Organization and Management (25)	3
Mercantile Organization and Credits (27)	3
Economic Geography (2)	3

Total hours per semester—16

MEDICAL SECRETARIAL CURRICULUM (TERMINAL)

FIRST YEAR

	<i>Hrs.</i>		<i>Hrs.</i>
English Composition and Rhetoric (1)	3	English Composition and Rhetoric (2)	3
General Zoology (1)	5	General Inorganic Chemistry (2)	5
Shorthand (3) (4) or (13)	5 or 3	Shorthand (4) or (14)	3
Typewriting (5) or (15)	3	Typewriting (6) or Secretarial Typewriting (16) A	3 or 2
Physical Education	R	Hygiene (3)	2

Elective:

English Masterpieces (3)	2
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SECOND YEAR

	Hrs.		Hrs.
Anatomy and Physiology (5)	3	Bacteriology (6)	3
Shorthand (13)	3	Medical Accounting (26)	3
Typewriting (15)	3	Medical Shorthand (22)	2
General Psychology (1)	3	Medical Typewriting (32)	2
Fundamentals of Speech (5)	2		
Medical Ethics and Office Procedure (7)	2	Secretarial Procedure (28)	3
Physical Education	R	Business Correspondence (14)	3
		Physical Education	R

Total hours per semester—16

GENERAL CULTURE CURRICULUM (TERMINAL)

FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1)	3	English Composition and Rhetoric (2)	3
English Masterpieces (3)	2	English Masterpieces (4)	2
History (1) or (3)	3	History (1) or (3)	3
Physical Education	R	Physical Education	R
<i>Electives:</i>			
Elementary Logic (1)	3	Introduction to Philosophy (2)	3
Foreign Language—Spanish, French or German	5	Foreign Language—Spanish, French or German	5
General Inorganic Chemistry (1)	5	General Inorganic Chemistry (2)	3
General Zoology (1)	5	General Botany (2)	5
Art Survey (1)	3	Art—Composition I (2) or Drawing I (5)	3
Introduction to Music (1)	3	Elementary Harmony (2)	3
Fundamentals of Speech (5)	2	General Psychology (1)	3
General Psychology (1)	3	Fundamentals of Speech (5)	2

SECOND YEAR

	Hrs.		Hrs.
English Life and Literature (11)	3	English Life and Literature (12)	3
Physical Education	R	Physical Education	R
<i>Electives:</i>			
Economics (19)	5	General Sociology (1)	3
American History (5)	5	Government of the United States (11)	5
Public Speaking (15)	3	Argumentation (16)	3
Science	5	Science	5
Advanced Harmony (3)	3	History of Music and Appreciation (4)	2
Art—Composition II (3) or Drawing II (6)	3	Art—Composition III (4) or Drawing III (7)	3
Introductory Geography (1)	3	Theory and Practice of Literary Interpretation (17)	3
Theory and Practice of Literary Interpretation (17)	3	Economic Geography (2)	3

Total hours per semester—16

PRACTICAL ELECTRICITY CURRICULUM (TERMINAL)

FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1)	3	English Composition and Rhetoric (2)	3
College Algebra (1)	5	Trigonometry (2)	2
Engineering Drawing I (1)	3	General Sociology (1)	3
Introductory Electricity (1-A) (6 weeks)	5	Engineering Drawing II (3)	3
*A. C. and C. D. Currents (1-B) (12 weeks)	5	House Wiring (2-A) (6 weeks)	5
Physical Education	R	Electrical Machinery and Installation (2-B) (12 weeks)	5
		Physical Education	R

*Two hours per day.

SECOND YEAR

	Hrs.		Hrs.
General Inorganic Chemistry (1)	5	General Physics (3)	5
Economics (19)	5	Government of the United States (11)	5
A. C. and D. C. Circuits (3-A) (6 weeks)	5	Illumination (4-A) (6 weeks)	5
Power Plants Operation (3-B) (12 weeks)	5	Radio, Theory and Repair (4-B) (12 weeks)	5
Physical Education	R	Physical Education	R
		Total hours per semester—16	

STATEMENT OF COURSES

ART

*Theory and Practice
Elementary Courses*

Art Survey. (1) Fundamental study of the materials and methods of the artist as used creatively. Course for students interested in design, commercial art, teaching, cartooning and fine art. A brief summary of art through the ages is given in conjunction. Credit: Three hours.

Composition I. (2) Prerequisite, Course 1. Elementary training in picture making or the successful combination of drawing and color in interesting pattern. Credit: Three hours.

Composition II. (3) Prerequisite, Course 2. Advanced work in pictorial organization. Credit: Three hours.

Composition III. (4) Prerequisite, Course 3. Mural design or easel painting. Credit: Three hours.

Drawing I. (5) Prerequisite, Course 1. Use of fundamental theory of drawing as found in the creation of geometrical and human form in two dimensions. Credit: Three hours.

Drawing II. (6) Prerequisite, Course 5. Study of human form, stressing artistic anatomy. Credit: Three hours.

Drawing III. (7) Prerequisite, Course 6. Advanced study of human form in relation to landscape. Credit: Three hours.

AUTO MECHANICS

This course aims to provide the training required of a competent all-round automobile repair man. The instruction consists of shopwork and lectures. The course covers the entire field of automobile maintenance and repair, including engines, chassis, carburetors, starting, lighting, and ignition systems, battery work, etc., with full attention to both theory and practical work in the shop.

FIRST YEAR

The shop work for the first year includes proper use of the hack saw, draw filing, use of the drill press, thread cutting, micrometer reading, lathe work and acetylene welding.

Many minor repair jobs on automobiles may be done by first-year students when ability is shown. Classroom instruction on fundamental principles is given. Lathe work and welding is demonstrated. Instruction is given on various metals and their use, diagnosing car troubles, and estimating cost of repair. Students are also trained in meeting and adapting themselves to people. Credit: Five hours each semester.

SECOND YEAR

Reboring and overhauling motors, fitting different types of pistons, learning how to determine the proper clearance for connecting rods and main bearings in the full pressure oil systems and the splash systems. Actual repair work on clutch and transmission, drive shafts, differentials, brake relining and adjusting. Real projects are made on the metal lathe, thread cutting, inside and out. Soldering and welding on different metals. Credit: Five hours each semester.

GENERAL BUSINESS COURSES

Accounting. (1 and 2, f and w) Fundamental principles applied to modern business practice. Comprehensive study of various books of account, special journals as applied to varied forms of business enterprises; preparation of balance sheets and profit and loss statements. Credit: Three hours.

Introduction to Business. (7f) A comprehensive treatment of the business structure as a whole, the factors and forces that contribute to its growth, that influence it and the way in which it functions. A study of types of business, business records, credit instruments, finance, marketing, advertising, the business cycle, and factors that influence and govern business. Credit: Two hours.

Salesmanship. (23f) A study of the fundamental principles that govern all types of selling, including retail selling, wholesale selling, specialty selling, advertising and sales correspondence. This study emphasizes and shows the relationship of the qualities which distinguished good selling to every aspect of life. It marks out the path for definite and specific training in selling as a vocation. Credit: Three hours.

Advertising. (24w) This study gives to the student of business a broad, yet sufficiently detailed knowledge of advertising principles and procedure. The student of business should know something about this highly important subject. The great volume of paid advertising in America today is exemplified by radio broadcasting, by newspapers and by magazines. This course covers the best of current thought and practice in advertising. Credit: Three hours.

Economics. (19f) A study of the influence of economic conditions upon American social, business and political development. Much stress is placed on factors of production, value and price, money and credit, business cycles and many other phases of economic activities. Modern economic problems of present American life, such as deflation, monetary stabilization, relief measures, social security program, and tariff changes are considered. Credit: Five hours.

Accounting. (11 and 12, f and w) A knowledge of accounting is useful to practical men in all fields of business, as well as to office assistants and professional accountants. With the growing complexity of business and the ever increasing problems in management, it becomes essential that everyone who aspires to a position of responsibility, should have a knowledge of the fundamentals of accounting. The course will give the second-year college student a broad conception of accounting principles and practice. Prerequisite, Accounting I and II. Credit: Three hours.

Medical Accounting. (26) This course is planned for medical secretarial students. The fundamental principles of bookkeeping are developed logically and applied in the terms of the physician. Various types of accounts, reports, and records kept by physicians and hospitals will be studied from a practical point of view. Credit: Three hours.

Business Organization and Management. (25f) This course deals with the underlying principles and phases which form the foundation for the successful conduct of business. A study is made of the problems of purchasing, production control, employment methods. The aims are to acquaint the student with the knowledge and technique of business management and executive responsibility. Students will be in a better position to intelligently carry on their work as business men and to grasp opportunities for advancement and success in their business careers. Credit: Three hours.

Business Law. (30w) This subject presents the more common rules and principles governing business conduct. The student is not qualified to act as his own lawyer, but the subject matter will give him an appreciation of law as a form of social control, a training in distinguishing issues, in clear thinking and above all an awareness of legal situations involving rights and liabilities which should be recognized. Cases and problems are given to illustrate the many legal principles involved. Credit: Three hours.

Mercantile Organization and Credits. (27f) The purpose of this course is to give the student of retailing a general survey of those principles which govern successful store management. College students who are preparing themselves to enter various phases of retail merchandising should avail themselves of this course. Much emphasis is placed on the management and problems related to the large department stores. Prerequisite, Salesmanship (23). Credit: Three hours.

SECRETARIAL COURSES

Typewriting. (5f and w) A fundamental course in touch typewriting for the purpose of mastering the keyboard and operative parts of the machine and simple problems of arrangement. This course is not open to students who have completed one-half unit of high school typewriting. Emphasis is on technique and accuracy. Credit: Three hours.

Typewriting. (6f and w) Prerequisites, Course 5, or one year of high school typewriting. Instruction and practice directed toward improvement of speed and accuracy. Continuation of Course 5 with a study of business letters and development of speed and accuracy in writing plain copy. Meets five days per week. Credit: Three hours.

Typewriting. (15f and w) Prerequisites, typewriting 6 or two years of high school typewriting. Special emphasis on business correspondence, quick and accurate arrangement of tabulated material, making of manuscripts and title pages. Continuation of work in development of speed and accuracy. Meets five days a week. Credit: Three hours.

Secretarial Typewriting A. (16f and w) Prerequisites, Typewriting 15 or two years of high school typewriting. More difficult work in tabulation, billing, writing rough drafts, and continuation of the development of speed and accuracy so that standards attained in the preceding courses will be maintained. Especially designed for students who have had two-years' high school typewriting and wish to develop precision in the technical work of the ordinary office. Meets four days a week. Credit: Two hours.

Secretarial Typewriting B. (17f and w) Prerequisite, Course 16. Preparation of personal, business and professional papers and forms, all types of work a secretary must perform, giving more time to detail than was done in Course 16. Law office typewriting included. Work in speed and accuracy to maintain what has been developed in preceding courses. Meets four days a week. Credit: Two hours.

Typewriting. (32) Advanced—Medical. This course is prescribed for medical secretarial students and deals specifically with the actual preparation of various medical reports. Also, bills, blank forms, cases, transcribing of medical shorthand notes, and other forms used in the medical field. Credit: Two hours.

Office Practice. (20w) Prerequisites, Courses 15 or 16 or two years of high school typewriting. A study of office practice, filing, duties of the secretary and stenographer, practical use of some modern office appliances, such as the mimeograph, mimeoscope, ediphone, calculators, etc. Admission by consent of instructor. Meets five days a week. Credit: Three hours.

Shorthand. (3f) An elementary study of the theory of Gregg Shorthand, using Functional Method Books I and II. The development of shorthand reading and writing with some dictation. Typewriting should either precede or parallel this course. This course is not open to students who have completed one unit of high school shorthand. Exception to this may be allowed if students desire a review of the theory work, but full credit will not be granted in that case, and permission must be obtained from the instructor. Meets five days a week. Credit: Five hours.

Shorthand. (4f and w) Dictation. Prerequisites, Course 3 or one year high school shorthand. A review of the principles of shorthand writing, intensive practice in dictation, reading and transcription. Meets five days a week. Credit: Three hours.

Shorthand. (13f) Transcription. Prerequisites, Course 4 or two-years' high school shorthand. Difficult reading and dictation matter with emphasis on accurate transcription leading to the production of mailable letters of medium length. Study of rules of punctuation, spelling and English grammar as applied to transcription is emphasized. Meets five days a week. Credit: Three hours.

Shorthand. (14) Speed Dictation and Transcription. Prerequisites, Course 4 or two-years' high school shorthand. This course offers advanced work in speed transcription. It is open only to students who have developed above the average rate in taking dictation in courses preceding this, either in high school or college. Admission only upon the successful completion of tests given to determine the rate the student has attained. Meets five days a week. Credit: Three hours.

Shorthand. (21w) Secretarial Techniques. Prerequisites, Course 4 or two-years' high school shorthand. Continued dictation and transcription combined with business ethics, secretarial duties common to all lines of business, such as handling mail, meeting callers, and using the telephone are studied, and emphasis is placed on development of secretarial personality. This course may be coordinated with the office practice course if so desired. Meets two days a week. Credit: Two hours.

Medical Shorthand. (22) Required course for all medical secretarial students. Study of highly technical medical terminology; common medical prefixes and suffixes, special forms, phrasing and medical vocabulary building. Dictation from medical journals and books, and complete clinical and pathological cases; abstracts of case histories and post-mortems. Credit: Two hours.

Secretarial Procedure. (28) A course coordinating medical and business office procedures. The medical secretarial student is taught the important points in taking

a personal history and in making out the more common forms of office reports, as well as the routine duties of a secretarial position, with special emphasis on filing and indexing; meeting and adapting himself to people; telephoning, telegraphing, cabling and radioing, and on business ethics. Credit: Three hours.

CARPENTRY

This course is planned to give students training in the work of the carpenter and joiner. Much of the work is done in the shop, where many projects are carried on for the schools—as the making of tables, bookcases, typewriting tables, music stands, stage scenery, or other furniture needed in the schools. Students are also instructed in reading blue prints, in framing houses, flooring, shingling, etc.

FIRST YEAR

Shopwork. Names and uses of tools, care and sharpening. Work with all hand tools, practical exercises in joinery. Handling the saws, hammers, planes and screw drivers. Students this year work under the constant direction of second-year students or the instructor, in all projects. Credit: Five hours each semester.

SECOND YEAR

Shopwork. Students learn to use the larger machines—the band saw, circular saw, planer and joiner, mortiser and electric sander. All kinds of wood finish are taught, including smoothing, staining, painting or varnishing, and estimating cost of projects. Second-year students have training in leadership by being foreman on various school projects. Credit: Five hours each semester.

Building Estimating. (3) Making quantity surveys from plans and specifications. Estimating costs of lumber and other materials in the construction of building projects. A study of the labor requirements for the various types of work in building construction. Credit: Three hours.

DRAWING

Engineering Drawing I. (1f and w) Use of instruments, lettering, geometric construction, technical sketching, multi-view orthographic projection, pictorial drawing, dimensioning, tracing and blue printing. Speed and accuracy; and good technique in rendering drawings and in lettering is emphasized. A. S. A. standards are basis for drafting conventions. Such lectures as are necessary are given as a part of the laboratory period. Credit: Three hours.

Descriptive Geometry. (2f and w) Prerequisite, Course I. Orthographic projection of points, lines, planes, solids, curves, warped surfaces; intersection of lines, planes and solids; development of surfaces. Practical application of principles to problems of geology, mining and mechanical engineering. Credit: Three hours.

Engineering Drawing II. (3f and w) Prerequisite, Course I. Screw thread, bolts and nuts, working drawings, detail and assembly, gear and cam design, topographical and pattern drafting. Credit: Three hours.

Architectural Drawing. (4f and w) This course is designed to meet the needs of students interested in a basic course in architectural drawing as well as for vocational students interested in a course in small home planning. Architectural symbols; floor plans; elevations, interior and exterior details; and bills of materials and specifications, are major considerations in the course. Credit: Three hours.

EDUCATION

The courses listed below are arranged in the order which they should be taken by students who are candidates for a sixty-hour certificate. By following this order, prerequisites and requirements of the University of Missouri will be met without conflicts.

General Psychology. (1f and w) This is a course dealing with the principles which control human behavior. Emphasis is placed on the control of self as a means of controlling others. The course includes various reactions, tests and the reading of several non-technical books in the field of psychology. This course is a prerequisite for the course in educational psychology. Credit: Three hours.

Educational Psychology. (2f and w) The prerequisite for this course is general psychology or a biological science. This is an introductory course in the science of education. Application of the methods and results of experimental psychology form the basis of this course, with special emphasis on the practical application in the learning situation in the elementary school. Credit: Three hours.

Elementary School Organization and Management. (5f) This course is a study of the major problems of the organization and management of both materials and people. It is taught from the point of view of the teacher in the rural or elementary school. Credit: Three hours.

Technique of Teaching in Elementary Schools. (11f) The prerequisite for this course is 3. The first half of the course will deal with general techniques and practices of the elementary school. The last half will include a special study of the various curriculum "areas" and the Elementary State Course of Study. Credit: Three hours.

Teaching of Arithmetic in the Elementary School. (12w) The prerequisites are Courses 3 and 11. The students in this course are first given a review of the materials which they will teach in arithmetic. This is followed by a study of the methods of teaching the materials. Credit: Two hours.

Problems of Teaching Literature in the Grades. (14w) The prerequisites are Courses 3 and 11. The study will include both the content and the methods of teaching literature to children in the elementary school. The major emphasis will be on the content. Credit: Two hours.

Observation and Practice Teaching in the Elementary School. (16w) The prerequisites are Courses 3 and 11. The first few periods will be spent in preparation for the actual practice work. Observations will be made of teaching in the elementary school, followed by six weeks of actual teaching. Credit: Three hours.

PRACTICAL ELECTRICITY

The purpose of the Practical Electrical Course as offered in the Joplin Junior College Curricula is to conform as nearly as possible to the everyday use of the fundamental principles and activities of the electric current. Any branch of electricity as outlined will be studied as it is used and not for college engineering outlines.

Introductory Electricity. (1a) Lecture, recitation and laboratory work on projects demonstrating the theory given in the lecture. Notebooks required for sketching and explanation. Theory of magnets and magnetism; molecular theory; formation of pole characters; line of flux; density and permeability as associated to the kinds of metal used. Electro-magnets; solenoid; induction coil construction; electric source, voltaic or dynamo; Faraday's law and Eddy current as a hindrance rather than a help to generation of useful currents. Volt, ampere, and ohms measurements; series and parallel circuits of cell connection; wire size and conductivity; watt-hour reading and usage value of currents to home and business consumption. Two hours daily (6 weeks). Credit: See Course (1b).

A. C. and D. C. Currents. (1b) Lecture, recitation one hour per day for two days, allowing the laboratory to represent the greater time for practical operations. Theory of dynamo-electric generators; electric motors, single and poly-phase; transformers; connection of volt, ammeter and resistance units to live circuits; induction and synchronous motors; converter; switch board; circuit breakers; high tension switches; lighting and pressure regulators; special motors for special operations; armature winding; efficiency of motors and operating characters; shunt and compound wound motors. Two hours daily (12 weeks). Credit: Courses (1a) and (1b) combined—5 hours.

House Wiring. (2a) Construction of different kinds of wire joints and splices; soldering and taping; line connections; door bell and annunciators; exposed surface wiring, cleats, conduits, knobs; concealed knob and tube work; rigid and flexible conduit; fixture wiring on skeleton building; pull boxes, location of switches, cut outs, and power and heat unit wiring; study of underwriter's rules. Two hours daily (6 weeks). Credit: See Course (2b).

Electrical Machinery and Installation. (2b) Lecture, recitation one hour per day for two days, allowing the laboratory to represent the greater time for practical operation; study of various types of D. C. and A. C. current machines with particular reference to proper selection of these machines for shops and industrial plants; dry and storage batteries for power usage; Delco and unit plant service; switch board for plant use; compensators and rectifiers; power plant operation; set-up on small scale for laboratory study; advanced motor wiring. (12 weeks). Credit: Courses (2a) and (2b) combined—5 hours.

A. C. and D. C. Circuits. (3a) Study of the fundamental laws of A. C. and D. C. current circuits; transmission systems; testing equipment and power circuits; parallel operation of shunt and compound generators; voltage regulations in D. C. and A. C. machines; starting and controlling devices for A. C. and D. C. current. Two hours daily (6 weeks). Credit: See Course (3b).

Power Plants Operation. (3b) Lecture and visits to local plants to study operative units and their installation; location of plant; source of power for generators,

etc. Equipment and buildings; power lines and sub-stations; reduction and increase of line voltage; transformers; methods of cooling; materials used in construction; installing heavy and light transformers; current usage instruments; circuit breakers; dangers on the line of circuit; wire and construction of line poles and towers. Two hours daily (12 weeks). Credit: Courses (3a) and (3b) combined—5 hours.

Illumination. (4a) Study lights; sources and materials; watts and voltage values to areas of illumination; reflectors; drops and cords, indirect and direct systems; wall lights and floodlights. Two hours daily (6 weeks). Credit: See Course (4b).

Radio, Theory and Repair. (4b) Study of sound wave form; magnet and earth lines of transmission; radio circuit; battery set circuits; A. C. and D. C. currents; rectifiers; wiring of A. C. and D. C. sets; radio frequency; measurements of resistance; inductance and capacitance; determination of static; characteristics of thermionic tubes; antenna measurements. Aerial pole line work. Principles of radio communications; radio tube and tube testing; how to hunt trouble and repair disturbed performance of broadcasting receivers; service repair and selling service. Two hours daily (12 weeks). Credit: Courses (4a) and (4b) combined—5 hours.

ENGLISH AND SPEECH

The primary function of English may be considered that of interpretation. As a social being, man must interpret to his associates his needs, desires, and thoughts; and at the same time, be able to interpret to himself, the needs, desires, and thoughts of his associates.

The aim of this department is to assist in this interpretation. The courses in composition and speech have as their objective the interpretation of self through correct, lucid, accurate, and forceful expression; and the courses in literature have as their objective the interpretation of others through the study of literature.

COMPOSITION

English Composition and Rhetoric. (1f and w) Prerequisite, none. Detailed study of and drill in grammar, punctuation, spelling, and sentence structure. Required of all students. Credit: Three hours.

English Composition and Rhetoric. (2f and w) Prerequisite, Course 1. Detailed study and practice in sentence construction, paragraph structure, and the kinds of discourse. Exercises and weekly themes. Collateral reading with class discussion. Required of all students. Credit: Three hours.

Business Correspondence. (14) The aim of this course is to provide students who are planning to enter business with a knowledge of the fundamentals of English grammar and composition, and to acquaint them with the forms of business correspondence. There will be constant emphasis on the attainment of a correct and simple prose style through practice in the writing of various types of business communications. Credit: Three hours.

LITERATURE

English Masterpieces. (3f) Prerequisite, none. Critical study of selected masterpieces of English Literature. Recommended for freshman, but open to sophomores, as well. Credit: Two hours.

English Masterpieces. (4w) Prerequisite, none. Not merely a continuation of 3f. The two courses are independent; either may be taken without the other. Credit: Two hours.

English Life and Literature. (11f) Prerequisites, Courses 1 and 2, and sophomore standing. A general survey course in English literature studied in its relation to successive phases of English national life. Not open to freshmen. Both this course and 4w are required for admission to upperclass courses in English. Credit: Three hours.

English Life and Literature. (12w) Prerequisites, Courses 1 and 2, and sophomore standing. A continuation of Course 11f. Credit: Three hours.

Children's Literature. (13w) Prerequisites, Courses 1 and 2. Open only to sophomores in the Teacher-Training Department. A study of stories and poems which are usually taught in the elementary grades; namely, fables, folk-tales, literary fairy-tales, myths, legends, lyric poetry, fiction and biography. Credit: Two hours.

SPEECH

Fundamentals of Speech. (5f and w) Prerequisite, none. Study of and training in the principles of effective speaking. A general proficiency is sought in voice,

diction, posture, gesture, analysis and organization of speech materials, and clear, forceful, and facile expression through practice in extemporaneous speaking and in reading. Credit: Two hours.

Debate. (6f) Prerequisite, none. An intensive study of the intercollegiate debate proposition for the year. Students will attend lectures on principles of argumentation and apply these principles to the proposition. Each student will submit as a semester project, a formal brief of the proposition. The varsity debate squad will be selected from members of the class. Since the debate proposition changes each year, the course may be repeated for further credit. Credit: One hour.

Public Speaking. (15f) Prerequisites, Courses 1 and 2, and sophomore standing. Required of all engineering students at the University of Missouri. Study of principles of narrative, expository, and argumentative discourse. Impromptu, extemporaneous, manuscript, and memorized speeches. Rhetorical plans and outlines, research for speeches, and formal study of bibliography involves much library work. Practice in parliamentary law. Credit: Three hours.

Argumentation. (16w) Prerequisite, full sophomore standing. Should be taken by all pre-law and pre-theology students. Study of evidence, types of argumentation, fallacies, and refutation and rebuttal. Technique of persuasion by means of logical and psychological analysis, with practice both oral and written. Formal study of bibliography and use of library. Complete brief as semester project. Credit: Three hours.

Theory and Practice of Literary Interpretation. (17f and w) A survey course in interpretation of all forms of literature. Group drill before the classroom. Emphasis will be placed on the artistic and creative aspects of oral reading and acting. Group and individual practice in the various forms of oral expression, primarily the drama, prose, and poetry. This class forms the acting nucleus for full length public productions. Credit: Three hours and laboratory.

FOREIGN LANGUAGES

The Foreign Language Department aims to achieve the progressive development of the fundamental language skills which are reading, understanding, speaking and writing of the language studied; the mastery of the grammar necessary for the proper growth of these skills; the increased knowledge of English grammar and vocabulary which results from thorough language study; the knowledge of the relationship between English and the foreign language; and better understanding of foreign peoples through the study of their literature, culture, history and civilization.

The language required for an A. B. degree is usually fifteen (15) hours, or ten (10) hours when the student has had two years of the language in high school, or five (5) hours with three years of the language in high school.

SPANISH

Elementary Spanish. (1f and 1w) No prerequisites. Fundamentals of pronunciation, grammar, composition and conversation. Provides an adequate knowledge of the rudiments of the language and a foundation for advanced study. Credit: Five hours.

Intermediate Spanish. (2f and 2w) Prerequisite, two years of high school Spanish or College Elementary Spanish. Review of grammatical fundamentals with more intensive composition. Conversation based upon both rapid and intensive readings and translation. Credit: Five hours.

Advanced Spanish. (3f and 3w) Prerequisite, three years of high school Spanish or college Intermediate Spanish. Rapid reading of several Spanish texts. Intensive exercises in composition and conversation based upon topics of daily life. Credit: Five hours.

FRENCH

Elementary Course. (1f) Careful study of pronunciation, verbs, and grammar. A practical vocabulary and important idioms are learned. Practice in reading, writing and speaking French. Credit: Five hours.

Intermediate Course. (2f and w) Prerequisite, Elementary Course. New, practical words and idioms are added to the active vocabulary. Conversation. Grammar review. Reading material on French institutions, customs, history and literature. Credit: Five hours.

Advanced Course. (3f) Prerequisites, Course 1 and Course 2. Rapid reading of modern works. Advanced composition and conversation. Credit: Three hours.

GERMAN

Beginning Course. (1f) Everyday expressions, practical vocabulary and idioms

are learned. Careful study of pronunciation, verbs, and grammar. Practice in reading, writing and speaking German. Credit: Five hours.

Intermediate Course. (2w) Prerequisite, Course 1. German reading, syntax and composition. Practice in conversation. Acquaintance with German culture and some of the best works of German literature. Credit: Five hours.

Advanced Reading Course. (3f) Prerequisites, Course 1 and Course 2. Rapid reading of German masterpieces. Credit: Three hours.

GEOGRAPHY

Introductory Geography. (1) A study of natural and cultural conditions in the many countries of the earth and their bearing on the development of civilization. The natural resources, population, races and peoples. Climate, living conditions, manufactured products, transportation, location, atmospheric conditions, modification of the earth's surface due to internal and external forces, the development and distribution of leading industries, the growth of cities and nations as affected by natural causes. Credit: Three hours.

Economic Geography. (2) A study of the economic resources of the earth, the extent and location of raw materials entering into domestic and foreign trade, the trade routes, accessible markets, exchange of materials and goods among nations. Trade agreements, tariffs, population, wealth, natural demands for goods and special significance of these to American commerce will be studied. Credit: Three hours.

HISTORY

It is the purpose of the History Department to offer introductory work in the tracing of man's cultural development. The courses are planned both as prerequisites for more advanced study, and as terminal work. It is assumed that an acquaintance with the evolution of the institutions of human society will help citizens of the present age to understand their own environment.

History. (1f) Ancient History. No prerequisite. A survey of the early development of civilization in Egypt, Mesopotamia, Palestine and Asia Minor. The cultural contributions of the Greeks, with emphasis upon the government and society of Athens, and upon the philosophy, literature, art and science of the Hellenic peoples. A study of the development of Rome, through the republican and imperial ages. Credit: Three hours.

History. (2w) Medieval History. No prerequisite. Europe during the ten centuries between the Fall of the Roman Empire in the West and the discovery of the American Continents. The Eastern Empire under Justinian, the rise of the Frankish State, feudalism, the influence of the Medieval Church, the Renaissance, the rise of the national spirit in England and France. Credit: Three hours.

History. (3f) Modern Europe 1492-1815. No prerequisite. The growth of national monarchies in France, Spain, and England. The Protestant Revolution. The establishment of the Netherlands, the religious wars of the 17th century, the development of absolutism in France. The growth of the English Parliament, Round-head versus Cavalier, the Glorious Revolution. The 18th century struggles for colonial supremacy. The development of the Cabinet System in England. The Industrial Revolution. The French Revolution and Napoleon. Credit: Three hours.

History. (4w) Modern Europe 1815-1939. No prerequisite. Settlements of the Congress of Vienna. The Metternich System. The revolutionary movements of 1830 and 1848. The growth of Nationalism. Italy and Germany. Parliamentary Reform in England. The Third French Republic. The causes of the World War. Reconstruction of Europe, and recent tendencies in the governments of Italy, Germany, Russia, and Japan. Credit: Three hours.

American History. (5f and w) Prerequisite, three hours in history. A survey of the history of the United States, from the establishment of the earliest colonies to the present. An attempt is made in this course to present a balanced treatment of social, economic, and political development. Credit: Five hours.

MATHEMATICS

The courses in mathematics are intended for those studying mathematics as a part of a liberal education, for those expecting to enter the fields of engineering or science and specific courses for terminal students. In addition to teaching the fundamental technical skills necessary for advanced courses in mathematics and science, elementary courses are designed to give an insight into the uses of applied mathematics and to

form habits of rigorous thinking that will be helpful in other fields of work. Terminal business students will be given subject matter that meets their specific needs.

College Algebra. (1f) Prerequisite, one entrance unit in algebra. A thorough review of high school algebra, advanced topics in quadratic equations, variations, progressions, mathematical induction, the binomial theorem, elementary theory of equations, probability, partial fractions and infinite series. Credit: Five hours. Students having one and a half entrance units in algebra will receive only three hours credit for this course.

Trigonometry. (2w) Prerequisite, one entrance unit in plane geometry. The study of trigonometric functions and their practical applications. Emphasis is placed on analytic trigonometry, the solution of trigonometric and logarithmic equations and complex numbers. Credit: Two hours.

College Algebra and Trigonometry. (3f) Prerequisite, three entrance units in mathematics. A combined course covering the material of courses 1 and 7. Credit: Five hours.

Analytic Geometry. (4w) Prerequisite, Course 2 or Courses 1 and 7 with a grade of M. The study of plane and solid geometry referred to a coordinate system. Credit: Five hours.

Differential Calculus. (5f) Prerequisite, Course 4. The mastery of the fundamentals of differentiation and its applications and an introduction to integration. Credit: Five hours.

Integral Calculus. (6w) Prerequisite Course 5. Continuation of the study of integration and its application. More advanced theory in both differentiation and integration, simple differential equations and functions of multiple variables. Credit: Five hours.

Business Arithmetic. (7f) No credit in the college of liberal arts or pre-business and administration courses. A course in the fundamentals of business mathematics needed by the average employee. Credit: Three hours.

Introduction to the Mathematics of Finance. (8f or w) Prerequisite, one and one-half units in high school algebra or Courses 1 or 2. Simple and compound interest, annuities, perpetuities, bonds, sinking funds, life insurance and a brief introduction to statistics. Credit: Three hours.

MUSIC

College Orchestra. An opportunity for membership in the College Orchestra is provided all students who wish to become proficient on orchestral instruments. The orchestra meets three hours each week on school time under the direction of an outstanding director. Symphonic music of the highest grade is studied. The orchestra furnishes music for assemblies, public gatherings, entertainments, and for high school assemblies in neighboring towns. Credit: One hour.

College Chorus. The college chorus meets twice each week and the time of meeting alternates with that of the orchestra. All students of voice should arrange to enroll in this chorus in order to acquire skill in ensemble singing and sight reading. Members become acquainted with masterpieces of choral music, including selections from operas, standard composition, etc. Credit: One hour.

College Band. The college band offers an opportunity for students to further their musical ability and is a very necessary organization at all outdoor gatherings, football games, track events, pep meetings, parades, etc. Time will be set aside this Fall for regular band rehearsals.

Introduction to Music. (1f) (First Semester—First year). A course in Theory designed to furnish a background in the fundamentals of musicianship. Emphasis placed on problems of rhythm, notation, intervals, chord structure, sight-singing, and ear-training. Credit: Three hours.

Elementary Harmony. (2w) (Second Semester—First Year) Harmonization of melodies from either bass or soprano. Triads, seventh chords and inversions. Credit: Three hours.

Advanced Harmony. (11f and 12w) (Second Year) A continuation of Elementary Harmony employing all the resources of chromatic harmony. Analysis, ear-training and keyboard harmony. Credit: Three hours each semester.

History of Music and Appreciation. (13f and 14w) (Second Year) The development of music from medieval times up to our own day. Emphasis placed on appreciative understanding of the works of the masters of all times. Credit: Two hours each semester.

Music Theory. (5f and w) (First Semester—First Year) For Education

majors. A course in the elements of fundamental theory of music. Notation, scale structure, keys, rhythmic problems, simple interval study, ear-training and sight-singing. Credit: Two hours.

APPLIED MUSIC

Students may be enrolled for work in piano, violin, violin-cello, and voice, with the following teachers: Mary Bingham Porter, violin; Alta Cowen Dale, violin-cello; Marie Guengerich, piano; L. Buryl Harman, piano; George Winter, voice; and Oliver Sovereign, voice. Students shall receive college credit under the following requirements:

The fee for the semester will be paid in advance at the Junior College office. Lessons will be given at the college unless special arrangements are made with the Dean, in which case they may be given at the studio of the instructor.

Lessons will be forty minutes in duration once each week.

The prerequisites for college credit in applied music are: piano, two years; violin, two years; violin-cello, two years; voice, one year and one year piano.

Voice. (1f and 2w) Fundamental work in breathing, posture, diction and blending of registers. Major and minor scales and arpeggios within range. Vocalises such as Sieber, Concone, Abt, Marchesi and Vaccai. Simple songs in Italian and English. Credit: One hour each semester.

Voice. (11f and 12w) Continuation of fundamental work of the first year. Art songs of English, German and French schools. Recital required. Credit: One hour each semester.

Violin. (1f and 2w) Schradieck Scale Studies, Sevcik Bowing Exercises, Dont Preparatory Exercises, Kreutzer. Solos by Bohm, Tartini, Handel. Concertos of Nardini and De Beriot. Credit: One hour each semester.

Violin. (11f and 12w) Continuation of first year studies. Kreutzer Etudes, Concertos of Vivaldi, Mozart, Spohr. Recital required. Credit: One hour each semester.

Piano. (1f and 2w) Major and minor scales and arpeggios. Technical exercises. Studies of Cramer, Heller, Czerny, Clementi. Bach Two and Three Part Inventions. Sonatas of Haydn and Mozart. Compositions of moderate difficulty of standard composers. Credit: One hour each semester.

Piano. (11f and 12w) Continuation of all technical studies. Octave studies. Bach Suites and Well Tempered Clavichord. Compositions of Beethoven, Chopin, MacDowell, Schumann, Mendelssohn, etc. Recital required. Credit: One hour each semester.

Cello. (1f and 2w) Major and minor scales and arpeggios. Technical exercises of Dotzauer. Sevcik Bowing Exercises. Schrader Etudes. Pieces of simple grade by Goltermann and Popper. Concertos of Klengle and Goltermann. Credit: One hour each semester.

Cello. (11f and 12w) Continuation of all technical work of the first year. Schultz Thumb position and Scale Studies. Additional pieces of Popper, Goltermann and Saint Saens. Credit: One hour each semester.

PHILOSOPHY

Courses in this department are intended to assist the inquiring mind to skill in reflective thinking, and to some acquaintance with reflective thinkers who have proposed answers to the deepest questions human minds ask.

Elementary Logic. (1f and w) A study of definition and the laws of thought by which the mind may gain dependable knowledge and draw sound conclusions is supplemented by practice in detecting flaws in the thinking or reasoning found in selected speeches, pamphlets, reports and books. Some attention is devoted to the more abstract problems involved in human knowledge. Credit: Three hours.

Introduction to Philosophy. (2w) Outline of the basic questions of philosophy. —“What is truth?” “What is the nature of the universe, machine or living creature or what?” “What is goodness?” “What is beauty?”—forms the basis for examination of the study of opinions of influential thinkers. Bit by bit the student is encouraged to construct for himself a consistent view of the universe and human personality. Credit: Three hours.

BIBLICAL LITERATURE

Courses in Biblical Literature are intended to assist the student toward a better understanding of the writings through fuller and more systematic knowledge of historical backgrounds, and thereby to develop an appreciation and love of the Bible

as interpreter and aid to religious experience. By seeing the Biblical writers as living persons addressing other living persons with definite purposes in mind, attempt is made to lead the student to see how Scriptures fit life in every country and in every century.

Life and Literature of the Old Testament. (50f) Upon an outline of the centuries preceding Christ, and with the aid of maps and pictures and supplementary historical information, Old Testament writings are examined both for literary form and spiritual content. Comparison is drawn between conditions out of which the literature grew and conditions which have made it valuable ever since. Special attention is given to the influence of such personalities as Joseph, Moses, David, and the prophets and wisdom writers. Credit: Three hours.

Life and Literature of the New Testament. (60w) Study of Greek, Roman and Jewish elements in the situation in Palestine when the Christian movement originated is followed by tracing its spread under apostolic leaders. Questions of author, time of writing, and reason for writing are discussed in connection with the reading of each New Testament book. Credit: Three hours.

POLITICAL SCIENCE

The courses in political science are designed to meet the needs of pre-law students, and to serve as elective studies for those who would study government simply as a basis for enlightened citizenship. Sophomore standing is required for enrollment in this department.

Government of the United States. (11f or w) A study of the formation and of the structure of the Federal Constitution. The powers and duties of the President. The work of the administrative departments. The functions and the methods of Congress. The federal judiciary at work. Interstate relations. Credit: Five hours.

International Relations. (12f or w) A study of the theory of international relations, with particular emphasis upon developments since 1919. Credit: Three hours.

SCIENCE

BIOLOGY

The courses in the Department of Biology are designed to meet the needs of three classes of students: (1) Those who wish to extend their knowledge of the living world, and of the principles governing the behaviour of living organisms because of the cultural value of such knowledge. (2) Those who wish to major in the biological field. (3) Those who are preparing to enter some phase of agricultural or medical science.

General Zoology. (1f) No prerequisite. Study of the principles of zoological science. General survey of the animal groups. Close study of one vertebrate and representatives of other groups. Three lectures and two two-hour laboratory periods per week. Required of pre-medical, pre-dental, and pre-nursing students. Fall semester. Credit: Five hours.

General Botany. (2w) Study of structures and activities of living plants, with a brief survey of the plant kingdom. An introduction to the principles and methods of Botany. Three lectures and two two-hour laboratory periods per week. Spring semester. Credit: Five hours.

Hygiene. (3f or w) Course covers the essentials of personal hygiene, social hygiene, and public health. Discussion of agencies and forces that make for better personal and group adjustment. Meet twice each week. Fall and spring semesters. Credit: Two hours.

Comparative Anatomy of Vertebrates. (4f) Prerequisite, General Zoology I. Detailed dissections of two or more vertebrates. Emphasis upon a comparison of homologous structures. Two lectures and three two-hour laboratory periods each week. Required of all pre-medical students. Spring semester. Credit: Five hours.

Anatomy and Physiology. (5f) The work is approached from both the structural and functional point of view. It includes a study of the cell, an introduction to embryology, the different types of tissue, the skeletal system, the muscular system, and the nervous system. The work includes lecture, recitations, and laboratory. Credit: Three hours.

Bacteriology. (6w) The history and fundamentals of bacteriology with particular reference to morphology, physiology, and role of microorganisms in nature; sterilization and disinfection; relation of microorganisms to disease; phenomena of infection and immunity; vaccine and antiserums, bacteriology of milk; microorganisms of water

and sewage; biological methods of sewage purification; food preservation; food borne diseases. Credit: Three hours.

Medical Ethics and Office Procedure. (7f) For medical secretarial students only. This course is planned to provide a thorough understanding of the training required in rendering satisfactory service to physician and patient. Practical demonstrations are given in the preparation of instruments and standard trays for medical and surgical diagnostic and treatment procedures. Methods of cleansing, preparing and sterilizing instruments are emphasized. Credit: Two hours.

CHEMISTRY

The chemistry department assumes two functions: First, to offer the chemistry courses required in the first two years of the work in chemistry, chemical engineering, medicine or other technical curricula; second, to meet the demands of those who feel that an understanding of the physical universe in which they live requires a knowledge of chemistry and its part in their lives.

General Inorganic Chemistry. (1f and w) Prerequisite, none. An introductory course covering the more important laws and theories. Because this is the only course in chemistry taken by many students, some attention is paid to the carbon compounds. Credit: Five hours.

General Inorganic Chemistry. (2f and w) Prerequisite, Course I, with a grade of M or better. A continuation of Course I. Course I and II are prerequisite to all other courses in chemistry. A continuation of Chemistry I with special emphasis on oxidation reduction reactions and the principle of solubility product. The properties of the metals are particularly stressed. Credit: Three hours. Five hours with laboratory work.

Qualitative Analysis. (3f) Prerequisite, Chemistry I and II. A laboratory course in the identification of the metals, and the more important anions. Credit: Three hours.

Quantitative Analysis. (4w) Prerequisite, Chemistry I, II and III. Includes the general principles, including both volumetric and gravimetric analysis. A laboratory course. Credit: Five hours.

PHYSICS

General Physics. (3f) Prerequisite, College Algebra and Trigonometry. A general physics course covering mechanics, heat, and sound. Sufficiently technical to meet needs of pre-engineering students, but can be handled by others, provided they have the necessary mathematical background. Three lectures and two laboratory periods per week. Credit: Five hours.

General Physics. (4w) Prerequisite, Course 3. A continuation of Course 3, covering electricity and magnetism, light, and modern physics. Students taking only five hours of physics should take Course 3 instead of Course 4. Three lectures and two laboratory periods per week. Credit: Five hours.

SOCIOLOGY

As history studies human events in order and system, and biology studies the origin and development of living organisms, and psychology inquires into the human mind and its workings, so sociology covers a definite field of human knowledge, namely, human life in the group. By a study of facts and conclusions drawn from many specialized sciences, sociology undertakes to give the student a well-rounded conception of the forces that shape human destiny, that he may be better able to discern the direction and the method of further human progress.

General Sociology. (1w) How the fertility of the soil, the climate and rainfall, rivers and the lay of the land, heredity and environment, tradition and education, form of government and type of religion shape group life, furnish the subjects of first study. This is followed by a critical examination of some movements for social betterment, with a view to forming an opinion as to their probable effect on society. Credit: Three hours.

The Family. (50f) Consideration of the forms of the family known to historians and students of anthropology gives a ground for discussion of problems arising out of marriage and the family. Factors which make or mar marriage and the home are studied with a view to helping the student to a satisfactory solution of personal problems. Credit: Three hours.

STUDENT ACTIVITIES

The opportunity is given to every student in Joplin Junior College to exercise his many interests, not only in hard work with his studies, but in activities which bring him in contact with his fellow students.

Different types of organizations have been formed among the students of the college. They fall under the head of moral, cultural and social.

STUDENT SENATE

The Senate is composed of two representatives elected from each class, one representative from each student organization, a president and secretary elected annually by the school at large, the Dean of Men, the Dean of Women, and a member of the faculty. This advisory body considers such matters as are of interest to the students and faculty, and seeks perfect harmony of action.

Y. M. C. A.

This group meets each Tuesday for a noon luncheon and program at the Y. M. C. A. From seventy-five to one hundred young men attend these meetings regularly.

Y. W. C. A.

This organization of approximately fifty members meets at the Young Women's Christian Association for a weekly luncheon and discussion. Several helpful enterprises have been instigated by this organization.

JUNIOR COLLEGE PLAYERS

The Joplin Junior College Players is organized for the purpose of promoting interest in dramatic productions. With this purpose in mind the members produced two plays during the school year, and contributed materially to assemblies and other school functions. Membership includes not only those who have met special requirements and shown ability in acting, but students in any field of dramatic work. Make-up, costuming, set designing, publicity management, and stage direction are other phases which are studied by this organization.

PI ALPHA GAMMA

Pi Alpha Gamma, the honorary educational fraternity of the College, is for prospective teachers only, and was organized the first semester of this year. Eighteen students who met the standards were pledged.

The Pi Alpha Gamma's purposes are to promote a professional spirit among its members, and to aid all school activities which are for the best interest of the College.

PHI RHO PI

The Missouri Gamma Chapter of Phi Rho Pi, national honorary forensic fraternity for junior college was formally presented the college on February 7, 1939.

As a junior college organization, Phi Rho Pi is comparable to Pi Kappa Delta, national honorary forensic fraternity for senior colleges. It is the purpose of Phi Rho Pi "to promote the interests of debating, oratory, extemporaneous speaking and other forensic activity in the junior college by affording a means of fellowship and cooperation among them, and by rewarding their deserving candidates with badges of distinction, graduated according to achievement."

Phi Rho Pi is the first national honorary fraternity to be established in the College.

DEBATE

The ultimate purpose of higher education is to develop the ability to think. No school activity is better adopted to this purpose than debate. Serving the ultimate purpose of education as it does, debate in the Joplin Junior College is a major activity. The College is a member of the Missouri Junior College Forensic Association and is the Missouri Gamma Chapter of Phi Rho Pi, national honorary forensic fraternity for junior colleges.

The College participates in debate tournaments in Kansas, Oklahoma, and Missouri. In the state tournament at Columbia, it engages not only junior college teams, but first and second year teams from senior colleges and universities, as well.

The Joplin Junior College Debate Tournament for High School, which was highly successful this year, will be made an annual affair. In this tournament, varsity

debaters of the College gain experience as judges, chairmen, and administrators.

One hour of academic credit is earned by debaters recommended by the director of forensics.

The College aspires to assume a position of leadership in the field of debate.

YOUTH SPEAKS

Listed among the major forensic activities of the College is Youth Speaks, a weekly student radio forum emanating from Joplin's radio station WMBH. On this program, students selected from members of the speech classes and personnel of the debate squad discuss vital, controversial issues of the day. Propositions in international relations, government, sociology, ethics, education, and religion are debated. Experience gained in radio speaking is invaluable to the student, whatever his interests and aspirations. Complementing the benefits derived from the study of the important current issues is the poise and confidence gained in radio speaking. Joplin Junior College is one of the few colleges which offer an opportunity for radio speaking.

PHYSICAL TRAINING AND ATHLETICS

It is the policy of the Junior College to meet the requirements of the State Department of Education in providing physical training for all students. At least two hours work per week in the gymnasium, or the equivalent, is required of all students unless excused by a physician's certificate. A great variety of indoor games are taught, which not only provide healthful exercise but will enable students to later assume leadership in play activities.

Athletic relations in football, basketball, tennis, golf and track are maintained with junior colleges in Missouri, Kansas and Oklahoma.

Football and track contests are held in Junge Field. This field is well equipped for both day and night games, and is one of the outstanding athletic fields in the State. The Memorial Hall auditorium with its ample floor and commodious balconies, provides a splendid court for basketball.

CONVOCATION

Convocation is held one hour each week throughout the school year. Programs are provided by the Student Senate and the Faculty, and consist of addresses by invited speakers, music by students and visiting musicians, debates, plays and other forms of entertainment.

Attendance at Convocation is necessary and strongly urged. Absences in excess of four per semester will result in loss of one honor point for each absence.

SOCIAL CLUBS

Students have organized clubs whose activities are largely social in nature. They meet once each week either in the college building or in the homes of members. Each club is sponsored by a member of the faculty. These organizations cooperate with the faculty in promoting interesting and wholesome social life for all students.

RULES FOR CLUBS

1. All clubs or organizations composed of Junior College students, and recognized by the Faculty as college organizations shall submit a constitution for approval of the Faculty.
2. Membership in these clubs is limited to regularly enrolled students in Joplin Junior College. No student deficient in scholarship or citizenship may become an active member, or remain such, if he later becomes deficient.
3. All clubs shall have a member of the Junior College Faculty as sponsor.
4. No student may belong to two social clubs at the same time.
5. No student may break his or her membership with one organization and seek membership in a like organization until one semester has elapsed from the time he or she has dropped affiliation with the first group.
6. Regular meetings may be held once each week in the college building, the home of one of the members, or in such other place as the Sponsor and Dean may approve.
7. The regular meeting time shall be registered in the office of the Dean.
8. Regular meetings shall adjourn not later than 10 p. m.
9. Social gatherings are to be held on Friday or Saturday nights, unless permission is obtained from the Dean's office to be held at another time. These gather-

ings shall be adjourned not later than 11 p. m. on a midweek date, and 11:30 on Friday or Saturday nights.

10. Dates for all social meetings shall be placed on the calendar with permission of the Dean.

11. Rushing in the Fall shall be completed during the first week of the semester.

12. Bids shall be cleared through the office of the Dean.

13. Not more than one social affair, with dates, shall be held each semester.

"No student organization which in any way represents the Junior College before the public or which holds itself to be an organization of Junior College students, may use the name of the Junior College in connection with its name, or in connection with its members as students without the proper faculty or administrative committee."

JUNIOR COLLEGE ENROLLMENT

GRADUATES, CLASS OF 1939

Betty Barlow
Ellen Margaretta Beasley
Loyal Bell
E. Elby Butcher
James Daugherty Corl, Jr.
Enos Currey, Jr.
Frederick Duchardt
Evalyn Eggerman
Jack Eggerman
Joan Epperson
Raymond Fly
Paul Gordon Garlock
Raymond Heiskell
Emerson Jackson
Ruth L. Klinksiek
Mary Laird
Evalyn Martin
Elizabeth Mae Meese
Dale Palmer
James Gordon Silliman
June Van Pelt
Joe Van Pool
Duke Wallace
Betty May Winter

CLASS OF 1940

Jack Abernathy	Harold Cloud	Lula Haley
J. O. Agan	Kathryn Coleman	Frank Hamilton
Imo Jean Aggus	Herman Collier	R. J. Hammack
Fred Ahnert	Jerry Connor	Anne Hardy
Lucille Alper	Jack Cooper	Edward Harris
Howard Anderson	Irene Corn	John Harrison
Molly Armstrong	Fred Crouch	Lamar Hart
Eleanor Ashworth	Eldon Cunningham	Eugenia Hatfield
Jim Atteberry	June Cutler	Bob Hatley
John Bailey	Lillie Cypert	Lois Mary Hayes
Delores Ball	Juanita Damer	Harry Hazell
Frances Barbarick	Edgar Day	Lloyd Hemphill
Nelson Barbee	Charles Davis	Jean Henrichs
Marie Barker	Selma Dee	William Hennessy
Marion Barnhart	Mary Denton	Bernard Hinkle
Carl Barnes	Illa June DeGraffenreid	Russell Holden
Joyce Barnes	Judson Dixon	Gail Hood
Lois Fern Barrett	Frederick Downs	Mrs. Frances Houk
Mary Agnes Bartlow	Phyllis Drury	James Houser
James Bastain	Leonard Duncan	Bob Howard
Margaret Baughman	Robert Dunham	Vernon Hudson
Beverlee Beck	Clarence Eck	Martin Hulse
George Beck	Mary Belle Edmondson	Jeanne Humphrey
John Beck	Mary Louise Elliff	Mary Louise Hutchison
Helen Belford	Everett Evans	Virginia Hyde
William Belk	Sherman Elwood	Betty Belle Ingram
Ray Bennett	Edward Farmer	Allene Jackson
John Bentley	Mary Louise Farrar	Alfred Jacobs
Vadis Best	Tom Fenix	Jimmie James
Richard Blevins	Joe Filler	Alfred Jenkins
Dorothy Lee Bloomer	Marrison Fisher	Gene Jesse
Edwin Boucher	Irene Fleming	Robert John
Granvil Boyd	Jane Fletcher	Dan Johnson
William Boyd	Frank Fogg	Winifred Jones
Richard Braeckel	William Fogg	Jeanne Keith
Vivienne Breedon	Robert Fontaine	Byron Kendall
Martin Brewer	Clifford Foster	Franklin Kenney
Homer Brigance	Roy Fowler	Jeanne Kersting
Ruth Briggs	William Freeman	Bill Kerwin
Frank Brittain	Dorothy Friend	John Kerwin
Helen Ann Brock	Bob Galbraith	Mrs. Edna King
Hal Brown	Virginia Galbraith	Nancy Kissel
Robert Brown	Bob Gardner	D. T. Knight, Jr.
Kay Buchanan	Dick Gardner	Victor Koch
Marsh Bull	Jeanette Gardner	Kenneth Ladd
Bob Burke	Raymond Gaskin	Edmund Lang
William Burch	Catherine Gates	Louis Lang
Mrs. Ross Burns	Karl Geltz	Mary Jane Lang
Robert Burris	Francis Gibson	Don Lauderdale
Elton Busby	Jack Gibson	Bill Leighner
Rolland Bushner	Lucille Gillie	Alice Lou Leonard
Wilbur Byer	Marvin Gilstrap	Charles Lewis
Harold Carr	Bob Glenn	Ellsworth Lines
Stanley Carroll	Wilma Goodwin	Warren Lippitt
Thomas Casey	Velma Gorman	Bob Lisch
Dorothy Chandler	Beatrice Graham	Harold Lloyd
Leonard Chapman	Mary Grant	Joe Longnecker
Arthur Chaves	Billye Grattis	Bill Lough
Paul Church	J. R. Graue	Jane Lough
Carl Clark	Dana Grieb	Elmer McAllister
Helen Jean Clarke	Charlotte Ground	Bernard McAvoy
Junior Clark	John Ground	Kenneth McCaleb
Mack Clarke	Jack Guinnee	Martin McCommon
Margaret Clark	Andrew Hadden	Thomas McCord
Frank Cline	Victoria Haken	Bob McCulley

CLASS OF 1940

Elaine McDonald	Boyd Prince	Arthur Stringer
Eula McFadden	Tom Prince	Jack Stringham
Margaret McGregor	Marguerite Purviance	Nadine Sturdy
Marjorie McGuirk	Bob Rader	Daniel Swindell
Bill McKinzie	Wilbur Randall, Jr.	Forest Swisher
Carl McNally	Lawrence Ray	Jack Swope
Jerry McNew	Sterling Reed	Helen Tate
John McNew	Dora Regan	Harold Taylor
Ruth McReynolds	Everett Reniker	Orley Tharp
Richard McWilliams	Irene Reynolds	Onda Thomas
Alice Magoon	Mary Reynolds	Dorothy Thompson
William Magoon	Thelma Reynolds	Vonda Thompson
Raymond Magruder	Lois Rickner	William Tipping
Virgil Magruder	George Ritter	Irene Vanslyke
Dale Mahan	Fred Robinson	Bayred Vermillion
Lee Marcum	Ruth Rodgers	Billy Von Erdmannsdorff
Geraldine Marshall	Parker Rogers	Richard Wall
Holt Marshall	Donald Russell	Paul Walters
Wade Martin	Mary Ann Schell	Doris Waters
Norman Mauldin	Elmer Schlessman	Jane Warner
Rex Mealey	Erma Jean Scott	Virginia Warden
Lenora Mefford	Faye Scott	Beatrice Watkins
Edith Merrill	Margaret Anne Scott	Chester Watkins
Robert Merrill	Clarissa Sellers	Cleo Watkins
Martha Jean Miller	Albert Setser	Eugene White
Audrey Miller	Beverly Setser	Neva Weston
Margaret Morris	Harold Shafer	Sarah M. Whipple
Paul Morris	Lloyd Shafer	Irene White
Paul Morrison	Pauline Shelton	Jane White
LaDeane Mount	Glen Sheppard	Kenneth White
Kathleen Moyer	Ruth Shoemaker	Lynn White
Robert Muratta	Oscar Short	Frances Whited
Charles Myers	Elwain Shull	Betty Wicks
Joe Nelson	Vera Sill	Dorothy Lee Wilkins
Jimmie Nutz	Verna Sill	Bob Williams
William Owen	Calvin Smith	Junior Wilson
Jacob Old	Grace Smith	James Wiggins
Ray Palmer	Kenneth Smith	Hubert Wilbrite
Ruth Parker	Mary Katherine Sours	Eugene Wolfe
Milford Patten	Mrs. Esther Spalding	Russell Wood
Betty Patterson	Howard Speaks	Walker Woodbury
Virginia Pattison	Mrs. Walter Spence	Lissie Wright
Jack Payton	Mariana Stephens	Florence Wyatt
Harold Parker	Paul Stevens	Ed Wyrick
Melvin Parker	Dorothy Stewart	Marguerite Yancer
Roy Peterson	Clarence Still	DeForrest Young
Bob Peters	Cort Stout	Mary Elizabeth Young
Jewell Prater	Merlin Stratton	Carrol Younkers

